

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number TRA-014
	Subject Instructor Certification/Recertification and Utilization	
	Special Instructions Replaces TRA-014 dated March 1, 2015	Effective Date July 6, 2018

I. **PURPOSE**

Establish guidelines for obtaining Indiana Law Enforcement Training Board (ILETB) certification as an instructor and instructor recertification and utilization information.

II. **POLICY**

All Department employees are eligible to apply for consideration to become a certified Primary/Generalist and/or Psychomotor Skills (emergency vehicle operations (EVO), control tactics (CT) or firearms) instructor.

III. **PROCEDURE**

A. **Instructor certification.**

1. A Department employee with a minimum of three (3) years' experience who is interested in becoming a certified ILETB instructor shall submit a Training Request to attend an Instructor Development Course (I.D.C.), through channels, to the Commander of the Training Division in accordance with TRA-002. The request shall specify the course or subject the employee wishes to teach and must include the approval and endorsement of the employee's chain of command – through the highest appropriate rank for the employee's assignment (Major or Captain).

2. The employee must successfully complete an I.D.C. to become a certified ILETB instructor. In some cases, prior instructional experience or educational degree may be substituted for the I.D.C. with an approval from the ILETB.

3. After completing the I.D.C., but before applying for certification, the employee must provide a minimum of two (2) hours of instruction under the mentorship of an ILETB certified instructor. The topic must be on a law enforcement-related topic and given to law enforcement (police or civilian) personnel.

4. Within one year of completing the I.D.C., the employee shall submit an original ILETB "Application – Instructor" form found on the ILEA's website under the Instructor Certification link (www.in.gov/ilea) to the Commander of the Training Division. Included with the application shall be:

- a. A copy of the certificate of completion of the I.D.C.;
- b. The lesson plans and cover sheets for the 2 hours of instruction;
- c. An evaluation form provided by the ILEA for the 2 hours of instruction completed by the mentor and;
- d. A memorandum containing the following items:

- (1) Date of training(s) provided
- (2) Title of training(s) provided
- (3) Location of training(s) provided
- (4) Number of students attending
- (5) Number of instructional hours
- (6) Mentor's evaluation of the training
- (7) Mentor instructor's signature, printed name, PE and instructor number

In the event the employee's instruction is observed by more than one mentor, any of the mentors may evaluate and endorse the employee's teaching performance.

5. An employee who successfully completes the I.D.C. but fails to apply for certification within the next 12 months (after the I.D.C.) shall be required to repeat the entire I.D.C. and mentoring process before applying for certification.

B. Psychomotor Skills Instructor Certification

ILETB certified Department instructors interested in instructing psychomotor skills (EVO, CTs or firearms) shall:

1. Submit a training request to attend the desired instructor course in accordance with TRA-002.
2. Successfully complete the instructor course.
3. If already a certified ILETB instructor, complete and submit to the Commander of the Training Division within 60 days of the completion of the instructor course a signed original "Application – Instructor" form, with a copy of the certificate of completion of the psychomotor skill instructor course.
4. If not a current ILETB certified instructor, follow the application directions in section A. 1-5.

C. ILETB certified Department instructors shall:

1. Maintain a record of their teaching activities;
2. Maintain their certification by presenting at least 36 hours of instruction during their certification period. *Psychomotor skills instructors must present at least 36 hours of instruction in each discipline in which they are certified to instruct;*
3. Review and update, as needed, their lesson plan(s) and any associated training material(s);
4. Maintain a historical file of their lesson plans; and
5. Shall apply to the ILETB for recertification once every three (3) years.

D. Recertification

Certified instructors shall submit an electronic version of the "Application – Instructor" form to the Commander of the Training Division, or designee, within 60 days but not less than 30 days prior to the expiration date of their certification. The application must be accompanied by the Instructor Hours Log (state form 55222). Both forms are located on the ILEA website:

www.in.gov/ilea using the [Instructor Certification](#) link.

E. Request for Removal from Instructor Certification

1. Any certified instructor who does not wish to recertify as psychomotor skill instructor, but wants to remain a certified instructor, shall send a memo, through channels with endorsements, to the Commander of the Training Division outlining the reasons for the request for removal from the psychomotor skill. This memo must be received no less than two weeks prior to the expiration date of the certification. All recertification paperwork must be submitted within the timelines as required by the ILETB.
2. Any certified instructor who no longer desires to serve as an instructor must submit a memo with endorsements to the Commander of the Training Division outlining the reasons for the removal request. This memo shall be received by the Training Division Commander no less than two weeks prior to the instructor's expiration date.

F. Training Division Responsibilities

The Training Division shall:

1. Maintain a current list of Department employees who are ILETB certified instructors.
2. Maintain a file of all lesson plans used by instructors who teach at the Department's Recruit Academy, any in-service instruction provided for ISP and other agencies' sworn officers as approved by SOP TRA-020 (general subjects or psychomotor skills).
3. Notify instructors within 90 days, but no less than 30 days, prior to their certification's expiration.
4. Review and forward to the ILEA for processing all "Application – Instructor" forms received from Department instructors.

G. A commander who receives a request for a Department instructor from an outside agency shall follow the guidelines in TRA-020.

H. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.